

HTC GOVERNANCE DOCUMENT REVIEW SCHEDULE

POLICY	PURPOSE	REVIEW FREQUENCY	LAST REVIEWED	DATE OF NEXT REVIEW
Budget setting process	Sets out the process for setting and adopting the budget	Every Four Years	2020	2024
Grievance Procedure	Informs staff how to make a grievance	Every 4 years	2020	2024
Hire charges (LG, SCG & Chamber)	Amenities Committee to review commercial charges	Every three years	2021	2024
Amenities Committee Terms of Reference	To define the terms under which the Amenities Committee operates and any powers delegated to them by Full Council	Every Four Years	2021	2025
Finance & Governance Terms of Reference	Defines the terms under which the F&A Committee operate and any powers delegated to them by Full Council	Every Four Years	2021	2025
Tender process	Defines the steps to be taken when seeking tenders for projects	Every Four Years	2021	2025
Grants Process / ToR	Details the parameters of both the small and Revenue Grants Process	Every Four Years	2022	2026
Allotment procedures	Determines the rules and procedures relating to the management of the HTC allotments	Every Four Years	2022	2026
Transparency Code	Details information which HTC are required by law to make available for public scrutiny	If legislation changes	2022	2026
Complaints Procedure	The Process of dealing with complaints from staff, members and the public – to ensure quality of service is maintained	Every Four years	2022	2026
Freedom of Information	To define to process for Freedom of Information requests made to the Council	As required	2022	2026
Members Code of Conduct	Rules of Conduct of Members in carrying out their duties as Councillors	Every Four years	2022	2026
Infrastructure and CIL ToR	Defines the tems under which the Infrastructure and CIL committee operates	Every four years	2022	2026
Computer and email use policy	Guidance on using Council IT property and emails	Every 4 years	2023	2027
Acceptable use of IT facilities policy		Every 4 years	2023	2027
Planning & Highways Terms of Reference	Defines the terms under which Planning & Highways Committee operates and any powers delegated to them by Full Council	Every Four Years	2023	2027
Broadcasting and Social Media	To explain the rules regarding the right of use of broadcasting and social media at Council and Committee meetings	As required – best practice ever 4 years	2023	2027
Clerks Delegation schedule	Functions the Clerk is delegated to carry out on behalf of Council	Every Council term	2023	2027
Equal opportunities	Sets out how Council deals with people regardless of gender, race etc	Every four Years	2023	2027
Financial Regulations	Defines the rules under which HTC must operate in all matters financial	Every Four Years	2023	2027
Public Speaking at Meetings	Ensures residents are aware of the rules regarding public speaking and representations at Council Meetings	As required – best practice ever 4 years	2023	2027
Staff Committee Terms of Reference	Defines the terms under which the Staff Committee operates and any powers delegated to them by Full Council	Every Four Years	2023	2027